



SOUTH DAKOTA COUNCIL ON DEVELOPMENTAL DISABILITIES

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www.state.sd.us/dhs/ddc

REQUEST FOR FUNDING (RFF) Competitive

EDUCATION & TRAINING MINI-GRANTS for FFY2007

Date Issued: July 11, 2006
Proposals Due: September 15, 2006,
January 1, 2005, March 15, 2006, June 1, 2006

The South Dakota Council on Developmental Disabilities (Council) is pleased to announce the availability of grant funds in accordance with the Developmental Disabilities Assistance and Bill of Rights Act (DD Act).

ELIGIBLE APPLICANT(S):

- Interested individuals, family members, agencies and organizations.
- Applicants are eligible to receive assistance only one time each federal fiscal year. Federal Fiscal Year 2007 runs from October 1, 2006 through September 30, 2007.

PURPOSE:

- The Council's main purpose is to provide funding for proposals under \$5,000 for **first-time** Education and Training projects that benefit individuals with developmental disabilities and their families.

MINIMUM REQUIREMENTS:

- Council funds must be used for the above stated purpose only and meet all minimum requirements as set forth in this Request for Funding.

- . Projects must benefit individuals with developmental disabilities and/or their families.
- . Proposals must address one of the Council's Goal Areas. These are: employment, housing, health (dual diagnosis MR/MI, fetal alcohol spectrum disorder, traumatic brain injury, prevention of developmental disabilities, prevention of healthcare issues for individuals with developmental disabilities, etc.), education and early intervention, child care, recreation, transportation, quality assurance (freedom from abuse, neglect, exploitation and violations of legal or human rights, training in leadership, self-advocacy and self-determination), and informal and formal community supports. A complete list of goals and objectives can be requested from the Council or found on the Council's website.
- . Training should enable participants to obtain access to, or to provide, community services, individualized supports and other forms of assistance, including special adaptation of generic community services or specialized services for individuals with developmental disabilities and their families.
- . Education activities should center on educating the public about inclusion of individuals with developmental disabilities in all facets of community life and the capabilities, preferences and needs of individuals with developmental disabilities and their families.
- . Proposals must utilize the forms and follow the format provided in the Council's grant application packet. Grant application packets should be requested from the Council Office by calling 605-773-6369 or 1-800-265-9684 or visiting the Council's website at www.state.sd.us/dhs/ddc
- . Registration fees may not be charged for individuals with developmental disabilities or their families to attend a training session. Any registration fees charged should be kept to a minimum (less than \$25 per person) to allow for the fullest participation possible by the intended group(s) of participants.

FUNDING:

- . The maximum amount of federal funding per project(s) is \$5,000.
- . Projects should be completed within a specified time frame, and can be as short as one month or as long as one year in length.
- . Projects are not eligible for a second year of funding through the Mini-Grant process.
- . The Council can provide a maximum of 75% of the total project costs.
- . Grantees must provide at least 25% matching non-federal funds per year. The non-federal share of the cost of the project may be provided in-kind.
- . The Council is not liable for any costs incurred by the applicant prior to issuance of a legally executed contract or procurement document. Further, no proprietary interest of any nature shall occur until a contract is awarded and signed by all concerned parties.
- . A payment schedule will be determined by the Council staff and the project director.

REPORTING/EVALUATION REQUIREMENTS

- . Projects receiving funding will be required to provide narrative and financial reports on forms supplied by the Council on a schedule determined by the Council staff and the project director.
- . Evaluation activities must include a "Consumer Satisfaction Survey" that at a minimum includes the question and rating system provided in the grant application packet.
- . Reporting forms and instructions will be provided by the Council and will be available on the Council's website.

ADDITIONS/CANCELLATION/CHANGES

- . In the event that it becomes necessary to revise any part of this RFF, revisions will be provided to everyone who received the original RFF.

- . The Council reserves the right to cancel this RFF at any time, without penalty.
- . The Council reserves the right to not fund a proposal, to fund at a level different than what was requested or to fund with alterations.

REVIEW PROCESS

- . Applications received after the due date will not be considered.
- . All funding decisions are subject to the availability of federal funds under the DD Act.
- . Project proposals will be reviewed by the Council's Executive Committee. Funding decisions will be made based on the information contained in the application.
- . Proposal review will include, but is not limited to, areas such as: the benefit to individuals with developmental disabilities and their families, geographic distribution, cultural diversity, degree of collaboration with others, project description, measurable goals and objectives, plan to reach unserved or underserved populations, applicant's qualifications, budget justification, letters of support, and evaluation methodology.
- . Applicants may be contacted to answer questions regarding their proposal.

Requests for grant applications, as well as questions regarding the proposal submission process should be addressed to:

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